

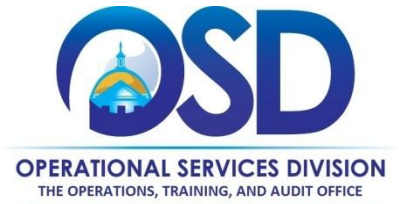
# System Login & Manage My Profile

Accessing Privileged Functions and Customized Your Account



The Comm-PASS Helpdesk

# Login and Manage My Profile.



These scenarios demonstrate Desktop functionality, including:

- login
  - retrieve forgotten authentication information
  - manage contact information
  - view departments
  - view approvers (Buyers)
  - manage authentication information
  - set personal preferences
  - manage Desktop
  - view system notifications up to 30 days old
- 
- These scenarios occur in the privileged access portion of the site
  - A login ID-password pair is required

Login to Comm-PASS @ [www.comm-pass.com](http://www.comm-pass.com). Select "BuySmart" login or select any navy blue tab to login with the exception of the Resource Center.



OPERATIONAL SERVICES DIVISION  
THE OPERATIONS, TRAINING, AND AUDIT OFFICE

Welcome to Comm-PASS - Windows Internet Explorer provided by Administration and Finance

http://www.comm-pass.com/

Snagit

★ Favorites Welcome to Comm-PASS

Page Safety Tools

**Comm-PASS** Procurement Access & Solicitation System

Welcome to the [Commonwealth's sole online procurement record site](#). Public record access is always FREE. [Ask A Question](#)

OSD OPERATIONAL SERVICES DIVISION

QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS BUSINESS DIRECTORY JOIN FED STIMULUS RESOURCE CENTER

**BUYSMART**

**Buyers:** Better manage the procurement process with **BUYSMART**, the **FREE** online system for Massachusetts public entities from Comm-PASS.

Buyer LoginID  
  
Password  
  
  
[Terms of Use](#)  
[Retrieve Forgotten Login ID](#)  
[Reset Forgotten Password](#)

**OSD Procurement Schedule 09/01/2013-01/31/2014**  
Review this summary schedule of Operational Services Division's upcoming procurement activity.

**OSD Events and Training**

**Opportunities Currently Exceed \$6.07 Billion**  
[Save\\$mart Greater Savings on Statewide Contracts >> Details](#)

**Select Images To Access Authorized Statewide Contract Vendor Ads**

**ADVERTISE HERE!**  
[For More Information](#)

**Is Your Business Eligible? SBPP**  
SMALL BUSINESS PURCHASING PROGRAM

**Save\$mart**  
Greater Savings on Statewide Contracts  
[Details](#)

**THE MASSACHUSETTS CONFERENCE FOR WOMEN**  
**DECS BOSTON**  
CONVENTION CENTER

**D-C-A-M**  
Division of Capital Asset Management  
Building for the Commonwealth  
Register for DCAM Certification Workshops [→](#)

**New SDP Policies Effective October 1, 2013**  
The Operational Services Division (OSD) is pleased to announce new policy requirements for the Supplier Diversity Program (SDP) Plan for goods and services procurements, which will become effective October 1, 2013.  
For more information, go to: [Supplier Diversity Program \(SDP\)](#)

**Supplier Diversity Office Pre-Certification Workshop Now Available Online**  
The Operational Services Division's (OSD) Supplier Diversity Office (SDO) is excited to announce the Pre-Certification

**SMARTBID**

**Vendors:** Stay on top of contract opportunities by subscribing to SMARTBID, the subscription service from Comm-PASS.

Vendor LoginID  
  
Password  
  
  
[Retrieve Forgotten Login ID](#)  
[Reset Forgotten Password](#)

**SMARTBID** Lets you:  
> Track bids online through the entire process

Internet | Protected Mode: On

125%

2:37 PM  
9/23/2013

You may also access login from other Comm-PASS pages. Select Login link.  
Enter “Login ID Username and Password”. Throughout Comm-PASS, refer to the  
“Quick Tips”... Each page contains context-related definitions and helpful hints.



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THE OPERATIONS, TRAINING, AND AUDIT OFFICE

Windows Internet Explorer provided by Administration and Finance

https://www.ebidsourcing.com/displayCommonLoginEdit.do?doValidateToken=false&menu\_id=2.1&org.apa

SnagIt

Comm-PASS  
Procurement Access & Solicitation System

Home >

Login

Please Enter Your Login Credentials

\*Login ID:  [Retrieve Forgotten Login ID](#)

\*Password:  [Reset Forgotten Password](#)

Login

Quick Tips...

You do not need a Login ID and Password to search for or download Solicitations, Contracts, or Bidder Forums.

To use the free browse and search tools, select the appropriate record tab from the main navigation bar.

To receive automated email notifications regarding posted records, as well as other value-add bidder services, [consider subscribing to SmartBid.](#)

To access Comm-PASS document creation and management tools, as well

Done

Internet | Protected Mode: On

125%

3:04 PM  
9/23/2013



Login displays to the Desktop. Select the “My Profile” tab.



**OPERATIONAL SERVICES DIVISION**  
THE OPERATIONS, TRAINING, AND AUDIT OFFICE

Desktop - Windows Internet Explorer provided by Administration and Finance

http://www.ebidsourcing.com/displayBuyerHomeMenu.do

SnagIt

Favorites Desktop

Logout

**Comm-PASS**  
Procurement Access & Solicitation System

**OSD**  
OPERATIONAL SERVICES DIVISION

**Mass.gov**

**QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS APPROVAL REPORTING ADMIN MY PROFILE BUSINESS DIRECTORY FED STIMULUS RESOURCE CENTER**

### Desktop

#### Quick Links

You have 0 Items In Your Approval Inbox  
You have 0 Items In Your Rejected Inbox  
You have 3 Draft Solicitation(s)  
You have 0 Draft Contract(s)  
You have 1 Open Solicitation(s)  
You have 2 Active Contract(s)  
You have 0 Active Forum(s)  
You have 16 Email Notification(s) that were sent today

You have 3 BuySmart Membership Requests Awaiting Review

You have 0 Draft Quick Quote(s)  
You have 0 Draft Award(s)  
You have 0 Draft Purchase Order(s)  
You have 0 Posted Quick Quote(s)  
You have 0 Posted Award(s)  
You have 0 Posted Purchase Order(s)  
You have 0 Quick Quotes(s) with at least one(1) Response

#### Items I'm Tracking

2 items found, displaying all items.

Document Type	Document Title	Close Date/End Date/Quote Deadline	Delete	View

Currently Administering:  
[Operational Services Division / Operational Services Division](#)

#### Quick Tips...

To quickly locate a Solicitation try the [Solicitation Search](#)

To quickly locate a Contract, including Statewide Contracts, try the [Contract Search](#)

To quickly locate a Bidder's Forum try the [Forum Search](#)

Internet | Protected Mode: On

125%

1:41 PM  
9/25/2013

Review “My Profile” menu, select “Edit Contact Information” link.



**OPERATIONAL SERVICES DIVISION**  
THE OPERATIONS, TRAINING, AND AUDIT OFFICE

My Profile - Windows Internet Explorer provided by Administration and Finance

https://www.ebidsourcing.com/displayBuyerProfileMainMenu.do?doValidateToken=false&menu\_id=1.8&org.

SnagIt

My Profile

Comm-PASS  
Procurement Access & Solicitation System

Logout Help


OSD OPERATIONAL SERVICES DIVISION

Mass.gov

QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS APPROVAL REPORTING ADMIN MY PROFILE BUSINESS DIRECTORY FED STIMULUS RESOURCE CENTER

Home >

**My Profile**

- [Edit Contact Information](#)  
Allows editing of name and address. 
- [Browse My Departments](#)  
Allows you to view all of the departments to which you have been assigned.
- [Browse My Approvers](#)  
Allows you to view the users that will approve your solicitation and contract documents.
- [Edit User Preferences](#)  
Allows user to customize preferences
- [Change Login ID](#)  
Allows you to change your login ID.
- [Change Password](#)  
Allows you to change your password.

Currently Administering:  
[Operational Services Division / Operational Services Division](#)

**Quick Tips...**

To quickly locate a Solicitation try the [Solicitation Search](#)

To quickly locate a Contract, including Statewide Contracts, try the [Contract Search](#)

To quickly locate a Bidder's Forum try the [Forum Search](#)

Internet | Protected Mode: On 125%

1:49 PM 9/25/2013

Enter information in provided fields. Select “Save” button to accept additions or modifications.

Edit Contact Info - Windows Internet Explorer provided by Administration and Finance

https://www.ebidsourcing.com/displayBuyerUserProfContactEdit.do?doValidateToken=false&menu\_id=1.8.1&

SnagIt

Favorites Edit Contact Info

Page Safety Tools

### Edit Contact Info

\*First Name:

\*Last Name:

Title:

\*Address 1:

Address 2:

\*City:

\*State or Province:

\*Postal Code:

\*Phone:  -  -  x

Phone2:  -  -  x  (Phone2 Type)

Phone3:  -  -  x  (Phone3 Type)

\*E-mail:

Operational Services Division / Operational Services Division

**Quick Tips...**

Required fields (\*) must be populated into the Contact Information page.

**Postal Codes** for the United States must be 5 or 9 digits long.

All **Telephone Numbers** within the United States and Canada must be 10 digits.

Valid **E-mail** addresses must have at least 2 or more characters after the "@" symbol.

Done

Internet | Protected Mode: On

125%

2:01 PM  
9/25/2013

System provides explicit error messages. Correct errors as required and select "Save" button.



Windows Internet Explorer provided by Administration and Finance

https://www.ebidsourcing.com/updateBuyerUserProfContact.do

SnagIt

Home > My Profile >

### Edit Contact Info

- City is required.

\*First Name: Jane

\*Last Name: Doe

Title: Comm-PASS Help Desk

\*Address 1: 1 Ashburton Place

Address 2: Room 1017

\*City:

\*State or Province: Massachusetts

\*Postal Code: 02108

\*Phone: 617 - 720 - 3307 x

Phone2: - - x (Phone2 Type)

Phone3: - - x (Phone3 Type)

\*E-mail: Jane.Doe@state.ma.us

Currently Administering:  
[Operational Services Division / Operational Services Division](#)

**Quick Tips...**

Required fields (\*) must be populated into the Contact Information page.

**Postal Codes** for the United States must be 5 or 9 digits long.

All **Telephone Numbers** within the United States and Canada must be 10 digits.

Valid **E-mail** addresses must have at least 2 or more characters after the "@" symbol.

Done

Internet | Protected Mode: On

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2:08 PM  
9/25/2013



System provides confirmation messages for acceptable data.

Edit Contact Info - Windows Internet Explorer provided by Administration and Finance

https://www.ebidsourcing.com/updateBuyerUserProfContact.do

SnagIt

Favorites Edit Contact Info

Page Safety Tools

### Edit Contact Info

- Your changes have been saved successfully.

\*First Name: Jane

\*Last Name: Doe

Title: Comm-PASS Help Desk

\*Address 1: 1 Ashburton Place

Address 2: Room 1017

\*City: Boston

\*State or Province: Massachusetts

\*Postal Code: 02108

\*Phone: 617 - 720 - 3307 x

Phone2: - - x (Phone2 Type)

Phone3: - - x (Phone3 Type)

\*E-mail: Jane.Doe@state.ma.us

Save

Currently Administering:  
[Operational Services Division / Operational Services Division](#)

**Quick Tips...**

Required fields (\*) must be populated into the Contact Information page.

**Postal Codes** for the United States must be 5 or 9 digits long.

All **Telephone Numbers** within the United States and Canada must be 10 digits.

Valid **E-mail** addresses must have at least 2 or more characters after the "@" symbol.

Done

Internet | Protected Mode: On

125%

2:12 PM  
9/25/2013



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THE OPERATIONS, TRAINING, AND AUDIT OFFICE

Select "My Profile" breadcrumb to return to the menu.

Edit Contact Info - Windows Internet Explorer provided by Administration and Finance

https://www.ebidsourcing.com/updateBuyerUserProfContact.do

SnagIt

Home > My Profile >

**Edit Contact Info**

• Your changes have been saved successfully.

\*First Name: Jane

\*Last Name: Doe

Title: Comm-PASS Help Desk

\*Address 1: 1 Ashburton Place

Address 2: Room 1017

\*City: Boston

\*State or Province: Massachusetts

\*Postal Code: 02108

\*Phone: 617 - 720 - 3307 x

Phone2: - - x (Phone2 Type)

Phone3: - - x (Phone3 Type)

\*E-mail: Jane.Doe@state.ma.us

**CENTER**

Currently Administering:  
[Operational Services Division / Operational Services Division](#)

**Quick Tips...**

Required fields (\*) must be populated into the Contact Information page.

**Postal Codes** for the United States must be 5 or 9 digits long.

All **Telephone Numbers** within the United States and Canada must be 10 digits.

Valid **E-mail** addresses must have at least 2 or more characters after the "@" symbol.

Internet | Protected Mode: On

125%

2:15 PM  
9/25/2013

Select “Browse My Departments” to review your assigned business units.



**OPERATIONAL SERVICES DIVISION**  
THE OPERATIONS, TRAINING, AND AUDIT OFFICE

The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL: [https://www.ebidsourcing.com/displayBuyerProfileMainMenu.do?doValidateToken=false&menu\\_id=1.8&org.](https://www.ebidsourcing.com/displayBuyerProfileMainMenu.do?doValidateToken=false&menu_id=1.8&org.) The browser's title bar reads "My Profile - Windows Internet Explorer provided by Administration and Finance". The page content is titled "My Profile" and includes a list of links in the left sidebar:

- [Edit Contact Information](#)  
Allows editing of name and address information.
- [Browse My Departments](#)  
Allows you to view all of the departments to which you have been assigned.
- [Browse My Approvers](#)  
Allows you to view the users that will approve your solicitation and contract documents.
- [Edit User Preferences](#)  
Allows user to customize preferences
- [Change Login ID](#)  
Allows you to change your login ID.
- [Change Password](#)  
Allows you to change your password.
- [Change Security Question and Answer](#)  
Allows you to change your security question and answer.
- [Browse My Notifications](#)

A large blue arrow points to the "Browse My Departments" link. On the right side of the page, there is a "CENTER" header and a "Quick Tips..." section with several links:

- Currently Administering:  
[Operational Services Division / Operational Services Division](#)
- To quickly locate a Solicitation try the [Solicitation Search](#)
- To quickly locate a Contract, including Statewide Contracts, try the [Contract Search](#)
- To quickly locate a Bidder's Forum try the [Forum Search](#)
- To quickly locate a Quick Quote try the [Quick Quote Search](#)

The Windows taskbar at the bottom shows the Start button, several application icons (Notepad, Task Manager, Outlook, Internet Explorer, PowerPoint), and the system clock displaying 2:18 PM on 9/25/2013.

Departments assigned by your Comm-PASS Administrator are displayed.

Browse My Departments - Windows Internet Explorer provided by Administration and Finance

https://www.ebidsourcing.com/displayBuyerUserProfMyOrgList.do?doValidateToken=false&menu\_id=1.8.2&c

SnagIt

Home > My Profile >

### Browse My Departments

9 items found, displaying all items.

Department Description	Home Department	View Contact	Approvers
Operational Services Division	Yes		
Commonwealth Print Services	No		
IT and Office Procurements	No		
Infrastructure and Support Procurements	No		
Professional and Institutional Services Procurement	No		
State of Florida Division of State Purchasing	No		
Statewide Contract Order Forms (Quick Quote Contracts Only)	No		
Supplier Diversity Office (Formerly SOMWBA)	No		
Western States Contracting Alliance	No		

Currently displaying 50 records per page. Change display to 5, 10, 15, 25 records per page.

**CENTER**

Currently Administering:  
[Operational Services Division](#) / [Operational Services Division](#)

**Quick Tips...**

You have been assigned to this list of entities. If you would like to view all the users that will approve your solicitations and contracts, click **Approvers**.

Done

Internet | Protected Mode: On

125%

2:21 PM  
9/25/2013

Home Department is indicated with a “Yes” status. Only Home Department Administrators can “de-activate” or “delete” users.

Browse My Departments - Windows Internet Explorer provided by Administration and Finance

https://www.ebidsourcing.com/displayBuyerUserProfMyOrgList.do?doValidateToken=false&menu\_id=1.8.2&c

SnagIt

Favorites Browse My Departments

Page Safety Tools

Home > My Profile >

### Browse My Departments

9 items found, displaying all items.

Department Description	Home Department	View Contact	Approvers
Operational Services Division	Yes		
Commonwealth Print Services	No		
IT and Office Procurements	No		
Infrastructure and Support Procurements	No		
Professional and Institutional Services Procurement	No		
State of Florida Division of State Purchasing	No		
Statewide Contract Order Forms (Quick Quote Contracts Only)	No		
Supplier Diversity Office (Formerly SOMWBA)	No		
Western States Contracting Alliance	No		

Currently displaying 50 records per page. Change display to [5](#), [10](#), [15](#), [25](#) records per page.

**CENTER**

Currently Administering:  
[Operational Services Division](#) /  
[Operational Services Division](#)

**Quick Tips...**

You have been assigned to this list of entities. If you would like to view all the users that will approve your solicitations and contracts, click **Approvers**.

Done

Internet | Protected Mode: On

125%

2:24 PM  
9/25/2013



Select the “View” icon to access Department contact information.



**OPERATIONAL SERVICES DIVISION**  
THE OPERATIONS, TRAINING, AND AUDIT OFFICE

Browse My Departments - Windows Internet Explorer provided by Administration and Finance

https://www.ebidsourcing.com/displayBuyerUserProfMyOrgList.do?doValidateToken=false&menu\_id=1.8.2&cc

SnagIt

★ Favorites

Browse My Departments

Home > My Profile >

### Browse My Departments

9 items found, displaying all items.

Department Description	Home Department	View Contact	Approvers
Operational Services Division	Yes		
Commonwealth Print Services	No		
IT and Office Procurements	No		
Infrastructure and Support Procurements	No		
Professional and Institutional Services Procurement	No		
State of Florida Division of State Purchasing	No		
Statewide Contract Order Forms (Quick Quote Contracts Only)	No		
Supplier Diversity Office (Formerly SOMWBA)	No		
Western States Contracting Alliance	No		

Currently displaying 50 records per page. Change display to [5](#), [10](#), [15](#), [25](#) records per page.

**CENTER**

Currently Administering:  
[Operational Services Division](#) / [Operational Services Division](#)

**Quick Tips...**

You have been assigned to this list of entities. If you would like to view all the users that will approve your solicitations and contracts, click **Approvers**.


Done

Internet | Protected Mode: On

125%

2:26 PM  
9/25/2013

Department "Contact information" is displayed. Select the "Organization" breadcrumb to return to the Department listing.



The screenshot shows a web browser window displaying the Comm-PASS application. The breadcrumb navigation path is "Home > My Profile > Organization >". A large blue arrow points to the "Organization" link. The main content area displays contact information for the Operational Services Division. A "Quick Tips..." box is visible on the right side of the page.

Department Name: Operational Services Division  
Contact Title: CommPASS Help Desk Coordinator & Reception  
Contact First Name: Evers  
Contact Last Name: Michael  
Address 1: Room 1017  
Address 2: One Ashburton Place  
City: Boston  
State or Province: MA  
Postal Code: 02108  
Phone: 617720-3360  
Fax: 617727-4527  
E-mail: michael.evers@osd.state.ma.us

Currently Administering:  
[Operational Services Division / Operational Services Division](#)

**Quick Tips...**

The lists shown on this screen displays all the users that will approve your solicitation and contract documents.

Please note that 1 document can be routed up to 10 approvers.

## Approval Process.



- The approval screen is view-only with My Profile
- The approval process is:
  - Not required
  - Separate for Contracts and Solicitations
  - Created and managed by an Entity or Department Administrator
- Upon document submission by a User, Comm-PASS:
  - Routes the document to each Approver in sequence
  - Returns rejected documents directly to the User
  - Advances approved document in sequence until final approval
  - Validates the document's Open/Active Date against the current date
- If the Open/Active Date is current or past, the document is posted
- If the Open/Active Date is in the future, the document is held in the User's "Manage My Approved Solicitations Awaiting Open Date" link.

Select “View” icon to access Approvers required within this Department.



**Comm-PASS**  
Procurement Access & Solicitation System

Logout Help

OSD  
Operational Services Division

Mass.gov

QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS APPROVAL REPORTING ADMIN MY PROFILE BUSINESS DIRECTORY FED STIMULUS RESOURCE CENTER

Home > My Profile >

**Browse My Departments**

10 items found, displaying all items.

Department Description	Home Department	View Contact	Approvers
Operational Services Division	Yes		
Commonwealth Print Services	No		
IT and Office Procurements	No		
Infrastructure and Support Procurements	No		
Professional and Institutional Services Procurement	No		
State of Florida Division of State Purchasing	No		
Statewide Contract Order Forms (Quick Quote Contracts Only)	No		
Supplier Diversity Office (Formerly SOMWBA)	No		
Training	No		
Western States Contracting Alliance	No		

Currently displaying 50 records per page. Change display to [5](#), [10](#), [15](#), [25](#) records per page.

Currently Administering:  
[Operational Services Division](#) / [Operational Services Division](#)

**Quick Tips...**  
You have been assigned to this list of entities. If you would like to view all the users that will approve your solicitations and contracts, click **Approvers**.

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Comm-PASS System Availability Site Policies About OSD OSD Homepage

Contracts and Solicitations can have differing approval chains.



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THE OPERATIONS, TRAINING, AND AUDIT OFFICE

**Comm-PASS**  
Procurement Access & Solicitation System

[Logout](#)

[Help](#)



[QUICK QUOTES](#) [SOLICITATIONS](#) [CONTRACTS](#) [FORUMS](#) [APPROVAL](#) [REPORTING](#) [ADMIN](#) [MY PROFILE](#) [BUSINESS DIRECTORY](#) [FED STIMULUS](#) [RESOURCE CENTER](#)

[Home](#) > [My Profile](#) > [Organization](#) >

### Browse My Departments

#### Approver List for Contracts

Department	Approval Seq. No	First Name	Last Name
Nothing found to display.			



#### Approver List for Solicitations

Department	Approval Seq. No	First Name	Last Name
Nothing found to display.			



#### Approver List for Quick Quotes

Department	Approval Seq. No	First Name	Last Name
Nothing found to display.			

#### Approver List for Awards

Department	Approval Seq. No	First Name	Last Name
Nothing found to display.			

#### Approver List for Purchase Orders

Department	Approval Seq. No	First Name	Last Name
Nothing found to display.			

Currently Administering:  
[Operational Services Division](#) /  
[Operational Services Division](#)

#### Quick Tips...

The lists shown on this screen displays all the users that will approve your solicitation and contract documents.

Please note that 1 document can be routed up to 10 approvers.



Approvals occur in numerical sequence beginning with 1.

Browse My Departments - Microsoft Internet Explorer

Address: <https://www.ebidsourcing.com/displayBuyerUserProfApprList.do?doValidateToken=false&showBreadcrumbsReturnLink=y&deptId=2118>

**Comm-PASS**  
Procurement Access & Solicitation System

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[SOLICITATIONS](#) [CONTRACTS](#) [FORUMS](#) [APPROVAL](#) [REPORTS](#) [PROFILE](#)

[Home](#) > [My Profile](#) > [Organization](#) >

**Browse My Departments**

**Approver List for Contracts**

2 items found, displaying all items.

<u>Department</u>	<u>Approval Seq. No</u>	<u>First Name</u>	<u>Last Name</u>
Operational Services Division	1	Lockwood	
	2	Fernandez	

**Approver List for Solicitations**

One item found.

<u>Department</u>	<u>Approval Seq. No</u>	<u>First Name</u>	<u>Last Name</u>
Operational Services Division	1	Betty	Fernandez

Currently Administering:  
[Operational Services Division](#)

**Quick Tips...**

The lists shown on this screen displays all the users that will approve your solicitation and contract documents.

Please note that 1 document can be routed up to 10 approvers.

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Internet

Approval chains are created by your Comm-PASS Administrator Select the “My Profile” breadcrumb to return to the menu.

Browse My Departments - Microsoft Internet Explorer

Address: <https://www.ebidsourcing.com/displayBuyerUserProfApprList.do?doValidateToken=false&showBreadcrumbsReturnLink=y&deptId=2118>

**Comm-PASS**  
Procurement Access & Solicitation System

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[SOLICITATIONS](#) [CONTRACTS](#) [FORUMS](#) [APPROVAL](#) [REPORTS](#) [PROFILE](#)

[Home](#) > [My Profile](#) >

**Browse My Departments**

**Approver List for Contracts**

2 items found, displaying all items.

Department	Approval Seq. No	First Name	Last Name
Operational Services Division	1	Gillian	Lockwood
	2	Betty	Fernandez

**Approver List for Solicitations**

One item found.

Department	Approval Seq. No	First Name	Last Name
Operational Services Division	1	Betty	Fernandez

Currently Administering:  
[Operational Services Division](#)

**Quick Tips...**

The lists shown on this screen displays all the users that will approve your solicitation and contract documents.

Please note that 1 document can be routed up to 10 approvers.

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Note: “Select Browse My Approvers” to access approval view directly, select “Edit User Preferences”.



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Comm-PASS  
Procurement Access & Solicitation System

Logout

Help



QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS APPROVAL REPORTING ADMIN MY PROFILE BUSINESS DIRECTORY FED STIMULUS RESOURCE CENTER

[Home](#) >

### My Profile

- [Edit Contact Information](#)  
Allows editing of name and address information.
- [Browse My Departments](#)  
Allows you to view all of the departments to which you have been assigned.
- [Browse My Approvers](#) ←  
Allows you to view the users that will approve your solicitation and contract documents.
- [Edit User Preferences](#) ←  
Allows user to customize p
- [Change Login ID](#)  
Allows you to change your login ID.
- [Change Password](#)  
Allows you to change your password.
- [Change Security Question and Answer](#)  
Allows you to change your security question and answer.
- [Browse My Notifications](#)  
Allows you to view the notifications sent to you.

Currently Administering:  
[Operational Services Division / Operational Services Division](#)

#### Quick Tips...

To quickly locate a Solicitation try the [Solicitation Search](#)

To quickly locate a Contract, including Statewide Contracts, try the [Contract Search](#)

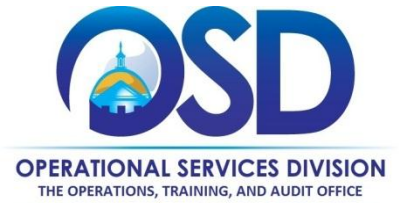
To quickly locate a Bidder's Forum try the [Forum Search](#)

To quickly locate a Quick Quote try the [Quick Quote Search](#)

When navigating in Comm-PASS, use the navigation links and buttons within Comm-PASS to avoid error messages.

Select the Help link in the navigation bar or [Help](#) to access help topics relating to system functionality.

## User Preferences



- Users may choose home page style and result count per page
- Home Page options
  - Menu: presents a list that duplicates the Navigation bar
  - Desktop: presents fast access to documents by count and status, including:
    - (#) Items in Your Approval Inbox
    - (#) Items in Your Rejected Inbox
    - (#) Your Draft Solicitations
    - (#) Your Draft Contracts
    - (#) Your Open Solicitations
    - (#) Your Active Contracts
    - (#) Your Active Forums
    - (#) Email Notifications Sent Today
    - Items I'm Tracking
- Result Count options
  - Users may choose either 5, 10, 15, 25, or 50 rows per page

Select “Set Desktop as Homepage” drop-down arrow. Select “Yes” as setting.

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## Edit Preferences

### User Preferences

Set Desktop as Homepage: Yes ▼

Default Number of Rows Per Page: 50 ▼

Save

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Quick Tips...





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Select "Save" button.



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## Edit Preferences

### User Preferences

Set Desktop as Homepage:

Default Number of Rows Per Page:

Save



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Quick Tips...

View confirmation message, select “Home” breadcrumb.



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## Edit Preferences

• Your changes have been saved successfully.

### User Preferences

Set Desktop as Homepage:

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Quick Tips...

View “Desktop”.



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[You have 0 Items In Your Approval Inbox](#)  
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[You have 1 Draft Solicitation\(s\)](#)  
[You have 0 Draft Contract\(s\)](#)  
[You have 0 Open Solicitation\(s\)](#)  
[You have 0 Active Contract\(s\)](#)  
[You have 0 Active Forum\(s\)](#)  
[You have 0 Email Notification\(s\) that were sent today](#)

[You have 6 BuySmart Membership Requests Awaiting Review](#)

[You have 1 Draft Quick Quote\(s\)](#)  
[You have 0 Draft Award\(s\)](#)  
[You have 0 Draft Purchase Order\(s\)](#)  
[You have 0 Posted Quick Quote\(s\)](#)  
[You have 0 Posted Award\(s\)](#)  
[You have 0 Posted Purchase Order\(s\)](#)  
[You have 0 Quick Quotes\(s\) with at least one\(1\) Response](#)

### Items I'm Tracking

One item found.

Document Type	Document Title	Close Date/End Date/Quote Deadline	Delete	View
SOLICITATION	Windshield and Glass Replacement for Vehicles	05/05/2011		

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### Quick Tips...

To quickly locate a Solicitation try the [Solicitation Search](#)

To quickly locate a Contract, including Statewide Contracts, try the [Contract Search](#)

To quickly locate a Bidder's Forum try the [Forum Search](#)

To quickly locate a Quick Quote try the [Quick Quote Search](#)

When navigating in Comm-PASS, use the navigation links and buttons within Comm-PASS to avoid error messages.

Select the Help link in the navigation bar or [Help](#) to access help topics relating to system functionality.



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View any item by selecting the link, select “Draft Solicitations” link.



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### Quick Links

[You have 0 Items In Your Approval Inbox](#)

[You have 0 Items In Your Rejected In](#)

[You have 1 Draft Solicitation\(s\)](#)

[You have 0 Draft Contract\(s\)](#)

[You have 0 Open Solicitation\(s\)](#)

[You have 0 Active Contract\(s\)](#)

[You have 0 Active Forum\(s\)](#)

[You have 0 Email Notification\(s\) that were sent today](#)

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[You have 1 Draft Quick Quote\(s\)](#)

[You have 0 Draft Award\(s\)](#)

[You have 0 Draft Purchase Order\(s\)](#)

[You have 0 Posted Quick Quote\(s\)](#)

[You have 0 Posted Award\(s\)](#)

[You have 0 Posted Purchase Order\(s\)](#)

[You have 0 Quick Quotes\(s\) with at least one\(1\) Response](#)

### Items I'm Tracking

One item found.

<a href="#">Document Type</a>	<a href="#">Document Title</a>	<a href="#">Close Date/End Date/Quote Deadline</a>	<a href="#">Delete</a>	<a href="#">View</a>
SOLICITATION	Windshield and Glass Replacement for Vehicles	05/05/2011		

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### Quick Tips...

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To quickly locate a Bidder's Forum try the [Forum Search](#)

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System displays all your documents select “View” icon to access the record.



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## Manage My Draft Solicitations

> [Filter This List](#)

One item found.

<a href="#">Close Date</a>	<a href="#">Document Number</a>	<a href="#">Title</a>	<a href="#">Status</a>	<a href="#">Last Changed</a>	<a href="#">Amendment Deadline</a>	<a href="#">View</a>
05/09/2011	LF_1234-TEST	TEST	DRAFT			

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Summary

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Document Number: LF\_1234-TEST Issued By: Operational Services Division / Operational Services Division

[Summary](#) [Rules](#) [Issuer\(s\)](#) [Intent](#) [Other Information](#)

Document Title: TEST Document Status: DRAFT Version: 00000

Estimated Value (US\$): 5,000.00 Small Procurement - Estimated Value \$5,000 to \$150,000: Yes  
Estimated Units: Not Available Large Procurement - Estimated Value greater than \$150,000 : No

Open Date: 05/09/2011 02:50PM Close Date: 05/09/2011 03:00PM  
Amendment Deadline: Last Changed Date:

Comm-PASS Category: Architectural-Engineering Services / OTHER- All Other Architectural-Engineering Services

Issuing Organization: Operational Services Division / Operational Services Division

Procurement Type: Open to All Eligible Public Entities  
Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

For Statewide Contract: No Contains Federal Stimulus: No Contains EPP: No  
Contains SDP: No Contains Prompt Pay: No Contains MBE/WBE/DBE Goal: No

Description: test

Related Solicitation Number: Not Available

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### Summary

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Document Number: LF\_1234-TEST Issued By: Operational Services Division / Operational Services Division

[Summary](#) [Rules](#) [Issuer\(s\)](#) [Intent](#) [Other Information](#)

Document Title: TEST

Document Status: DRAFT

Version: 0

Estimated Value (US\$): 5,000.00

Estimated Units: Not Available

Small Procurement - Estimated Value \$5,000 to \$150,000

Large Procurement - Estimated Value greater than \$150,000

Open Date: 05/09/2011 02:50PM

Close Date: 05/09/2011 03:00PM

Amendment Deadline:

Last Changed Date:

Comm-PASS Category: Architectural-Engineering Services / OTHER- All Other Architectural-Engineering Services

Issuing Organization: Operational Services Division / Operational Services Division

Procurement Type: Open to All Eligible Public Entities

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

For Statewide Contract: No

Contains SDP: No

Contains Federal Stimulus: No

Contains Prompt Pay: No

Contains EPP: No

Contains MBE/WBE/DBE Goal: No

Description: test

Related Solicitation Number: Not Available

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Document Number: LF\_1234-TEST Issued By: Operational Services Division / Operational Services Division

[Summary](#) [Rules](#) [Issuer\(s\)](#) [Intent](#) [Other Information](#)

Document Title: TEST

Document Status: DRAFT

Version: 0

Estimated Value (US\$): 5,000.00

Estimated Units: Not Available

Small Procurement - Estimated Value \$5,000 to \$150,000: 1

Large Procurement - Estimated Value greater than \$150,000: 0

Open Date: 05/09/2011 02:50PM

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Contains SDP: No

Contains Federal Stimulus: No

Contains Prompt Pay: No

Contains EPP: No

Contains MBE/WBE/DBE Goal: No

Description: test

Related Solicitation Number: Not Available

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[You have 0 Draft Contract\(s\)](#)  
[You have 0 Open Solicitation\(s\)](#)  
[You have 0 Active Contract\(s\)](#)  
[You have 0 Active Forum\(s\)](#)  
[You have 0 Email Notification\(s\) that were sent today](#)  
  
[You have 6 BuySmart Membership Requests Awaiting Review](#)
- [You have 1 Draft Quick Quote\(s\)](#)  
[You have 0 Draft Award\(s\)](#)  
[You have 0 Draft Purchase Order\(s\)](#)  
[You have 0 Posted Quick Quote\(s\)](#)  
[You have 0 Posted Award\(s\)](#)  
[You have 0 Posted Purchase Order\(s\)](#)  
[You have 0 Quick Quote\(s\) with at least one\(1\) Response](#)

Items I'm Tracking

2 items found, displaying all items.

Document Type	Document Title	Close Date/End Date/Quote Deadline	Delete	View
SOLICITATION	TEST	05/09/2011		
SOLICITATION	Windshield and Glass Replacement for Vehicles	05/05/2011		

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Quick Tips...

- To quickly locate a Solicitation try the [Solicitation Search](#)
- To quickly locate a Contract, including Statewide Contracts, try the [Contract Search](#)
- To quickly locate a Bidder's Forum try the [Forum Search](#)
- To quickly locate a Quick Quote try the [Quick Quote Search](#)
- When navigating in Comm-PASS, use the navigation links and buttons within Comm-PASS to avoid error messages.
- Select the Help link in the navigation bar or [Help](#) to access help topics relating to system functionality.

To access the document in one click, select the “View” icon to delete the document from your Desktop, select the “Delete” icon.

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[You have 0 Draft Contract\(s\)](#)  
[You have 0 Open Solicitation\(s\)](#)  
[You have 0 Active Contract\(s\)](#)  
[You have 0 Active Forum\(s\)](#)  
[You have 0 Email Notification\(s\) that were sent today](#)  
  
[You have 6 BuySmart Membership Requests Awaiting Review](#)

[You have 1 Draft Quick Quote\(s\)](#)  
[You have 0 Draft Award\(s\)](#)  
[You have 0 Draft Purchase Order\(s\)](#)  
[You have 0 Posted Quick Quote\(s\)](#)  
[You have 0 Posted Award\(s\)](#)  
[You have 0 Posted Purchase Order\(s\)](#)  
[You have 0 Quick Quotes\(s\) with at least one\(1\) Response](#)

### Items I'm Tracking

2 items found, displaying all items.

Document Type	Document Title	Close Date/End Date/Quote Deadline	Delete	View
SOLICITATION	TEST	05/09/2011		
SOLICITATION	Windshield and Glass Replacement for Vehicles	05/05/2011		

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### Quick Tips...

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To quickly locate a Contract, including Statewide Contracts, try the [Contract Search](#)

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To quickly locate a Quick Quote try the [Quick Quote Search](#)

When navigating in Comm-PASS, use the navigation links and

Selecting delete removes the document from “Items I’m Tracking”. It does not delete the document from the system.



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[You have 1 Draft Solicitation\(s\)](#)  
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[You have 0 Open Solicitation\(s\)](#)  
[You have 0 Active Contract\(s\)](#)  
[You have 0 Active Forum\(s\)](#)  
[You have 0 Email Notifications that were sent today](#)  
[You have 6 BuySmart Messages](#)

[You have 1 Draft Quick Quote\(s\)](#)  
[You have 0 Draft Award\(s\)](#)  
[You have 0 Draft Purchase Order\(s\)](#)  
[You have 0 Posted Quick Quote\(s\)](#)  
[You have 0 Posted Award\(s\)](#)  
[You have 0 Posted Purchase Order\(s\)](#)  
[You have 0 Quick Quotes\(s\) with at least one\(1\) Response](#)

Items I'm Tracking

One item found.

Document Type	Document Title	Close Date/End Date/Quote Deadline	Delete	View
SOLICITATION	TEST	05/09/2011		

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[You have 0 Posted Award\(s\)](#)  
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One item found.

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- [Browse My Approvers](#)  
Allows you to view the users that will approve your solicitation and contract documents.
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Allows user to customize preferences
- [Change Login ID](#)  
Allows you to change your login ID.
- [Change Password](#)  
Allows you to change your password.
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Select “Default Number of Rows Per Page” drop-down arrow select the number you prefer.



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## Edit Preferences

### User Preferences

Set Desktop as Homepage: Yes ▾

Default Number of Rows Per Page: 50 ▾

5

10

15

25

50

Save

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Quick Tips...

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A confirmation message is provided, select the “Solicitations” tab to begin Search.



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Select search for a “Solicitation” link.



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- [Create a New Solicitation](#)  
Create a new solicitation using one of three templates in a wizard-driven process.
- [Manage My Draft Solicitations](#)  
View or manage your solicitations that have not yet been submitted.
- [Manage My Approved Solicitations Awaiting Open Date](#)  
View or manage your solicitations that have been submitted but are not yet available to the public.
- [Manage My Open Solicitations](#)  
View or manage your solicitations that are available to the public and open for bid.
- [Browse / Evaluate My Closed Solicitations](#)  
View or manage your solicitations that are available to the public but closed to bid.
- [Browse All Open Solicitations](#)  
Use this tool for broad searches. Access every Open record posted by a single Entity-Department or classified in a specific Category-Subcategory of goods and services.
- [Browse All Closed Solicitations](#)  
Use this tool for broad searches. Access every Closed record posted by a single Entity-Department or classified in a specific Category-Subcategory of goods and services.
- [Search for a Solicitation](#)  
Use this tool to locate solicitations for Statewide Contracts, both Open and Closed records, or records containing specific criteria you know like Document Number, or Date Range (Open, Closed, Last Changed).



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Select “Open” status for “Document Status” drop-down. Select “Search” button.



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### Search for a Solicitation

#### Search by Keyword

Keywords:

The keyword search is not strongly recommended since it requires you to make an EXACT MATCH. It is not case sensitive, it does not recognize "wildcard" symbols like the asterisk (\*), and does not recognize commands like "AND." For best results, leave it empty.

#### \*\*AND\*\* Search by Specific Criteria

For Statewide Contract: ☐

Contains Federal Stimulus: ☐

Contains MBEWBE/DBE Goal: ☐

Contains SDP: ☐

☐ Requires a Supplier Diversity plan, formerly known as an Affirmative Market Program (AMP) plan.

Small Procurement - Estimated Value \$5,000 to \$150,000: ☐

Large Procurement - Estimated Value greater than \$150,000: ☐

Document Number:

Document Status: **Open**

Department: [Select Department](#)

Procurement Type:

Applicable Procurement Law:

Comm-PASS Category: [Select Category](#)

#### \*\*AND\*\* Search by Date Ranges

Open Date:  /  /  To  /  /

Close Date:  /  /  To  /  /

Last Changed Date:  /  /  To  /  /

Amendment Deadline:  /  /  To  /  /

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#### Quick Tips...

Statewide solicitations are issued by the Operational Services Division or its designee(s). State executive agencies are required to use any contract resulting from a statewide solicitation. The resulting contracts are also open for use by eligible public entities. To confirm the issuer is OSD, view the Issuer(s) tab of a specific solicitation.

To locate an OSD-issued statewide solicitation:

1. Select the For Statewide Contract box
2. Select OPEN as the Document Status; and,
3. Select Search.

**ANI** - Live Animal

**CLT** - Clothing/Footwear

**ENE** - Energy/Fuel/Utilities

**FAC** - Environ. Services

**FAC** - Facility Maint/Repair

**FIR** - Fire/EMS

**GRO** - Food/Groceries

**HLS** - Homeland Security only

**HSP** - Healthcare/Toiletries

**HSS** - Human/Social Serv.

**ITS** - IT Hardware

**ITS** - IT Software &



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Select the “Match Your Search Criteria” link.

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Search for a Solicitation

**There are 510 Solicitation(s) found that match your search criteria**

Search by Keyword

Keywords:

[Search](#)

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Small Procurement - Estimated Value \$5,000 to \$150,000: ☐

Large Procurement - Estimated Value greater than \$150,000: ☐

Document Number:

Document Status: **Open**

Department: [Select Department](#)

Procurement Type:

Applicable Procurement Law:

Comm-PASS Category: [Select Category](#)

[Search](#)

**\*\*AND\*\* Search by Date Ranges**

Open Date:  /  /  To  /  /

Close Date:  /  /  To  /  /

Last Changed Date:  /  /  To  /  /

Amendment Deadline:  /  /  To  /  /

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ITC - IT Hardware

ITS - IT Software & Services

Records are displayed 50 per page based on your Profile default.



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#### Solicitation Search Result

510 items found, displaying 1 to 50. [First]Prev 1 2 3 4 5 6 7 8 [Next]Last

Close Date	Document Number	Title	Status	Last Changed	Amendment Deadline	View
06/30/2111	2002-1210-3090-02A	Inpatient Forensic Evaluation Master Servi...	OPEN	06/16/2004	06/30/2111	<a href="#">View</a>
01/31/2110	DHCD 2010 Housing	Purchase of Publicly-Assisted Affordable H...	OPEN	01/13/2010	01/31/2110	<a href="#">View</a>
12/31/2099	C09C3	I-93A-90 Interchange, Southbound Viaducts...	OPEN	06/16/2004	12/31/2099	<a href="#">View</a>
12/31/2099	DMA021004001	NewMMIS RFR Announcement	OPEN	10/23/2008	12/30/2099	<a href="#">View</a>
12/31/2099	RSS - ANNOUNCEMENT	ANNOUNCEMENT ONLY - RESIDENTIAL SUPPORT SE...	OPEN	06/16/2004	12/31/2099	<a href="#">View</a>
06/30/2038	ITP ITD 11-44	Notice of Purchase Mass Technology Collabo...	OPEN	07/21/2011		<a href="#">View</a>
01/31/2038	ITD ITP 11-43	Notice of Agreement Between the Commonweal...	OPEN	05/24/2011		<a href="#">View</a>
01/22/2030	9LCEHSVENTILATOR-RFA	Request for Applications for Nursing Faci...	OPEN	05/13/2010	01/22/2030	<a href="#">View</a>
07/14/2027	7500-11-MassCorTraining	MassCor Specialized Training	OPEN	09/29/2011	07/14/2027	<a href="#">View</a>
05/15/2027	12-IND-7515-Flagmate...	FLAG MATERIAL, ACCESSORIES AND SUPPLIES	OPEN	09/29/2011	05/15/2027	<a href="#">View</a>
05/01/2027	13-DOC-ProgramItems	Program Goods and Services	OPEN	04/05/2012	05/01/2027	<a href="#">View</a>
01/31/2027	7500-11-MassCor-Main...	Maintenance Repair, Parts and Emergency Se...	OPEN	09/29/2011	01/31/2027	<a href="#">View</a>
12/01/2026	7500-11-tippingmachine	Tipping Machinery Equipment and Service	OPEN	09/29/2011	12/01/2026	<a href="#">View</a>
12/01/2026	12-IND-7552-TEXTILES	Textile Machinery, parts, Supplies and Ser...	OPEN	02/01/2012	12/01/2026	<a href="#">View</a>
07/15/2026	12-Ind-7552-Signfabr...	Sign Fabrication Equipment	OPEN	09/29/2011	07/15/2026	<a href="#">View</a>
07/01/2026	75SB-Milledwood	Milled Wood and Furniture Making Products	OPEN	09/29/2011	07/01/2026	<a href="#">View</a>
06/30/2025	DDS-PSYCH-11	Psychiatric, Psychopharmacology and Neurop...	OPEN	04/23/2012	06/25/2025	<a href="#">View</a>
06/30/2025	DMR-CO-003	LUSA - Limited Unit Rate Service Agreement...	OPEN	10/06/2008	06/30/2025	<a href="#">View</a>
04/15/2025	12-IND-7552-SignMate...	Sign Making Materials	OPEN	05/02/2012	04/15/2025	<a href="#">View</a>
05/31/2024	MRC2011CLINICALSERVM01	Clinical Services for Individuals with Dis...	OPEN	12/28/2011	05/31/2024	<a href="#">View</a>
06/30/2023	2008-005	Actuarial Consulting Service	OPEN	07/27/2011	06/30/2023	<a href="#">View</a>
06/30/2022	302022	Sexual Assault Nurse Examiner Program	OPEN	04/26/2012	06/30/2022	<a href="#">View</a>
06/30/2022	SSQUAL-10	Support Services Qualifying List	OPEN	04/25/2012	06/15/2022	<a href="#">View</a>
06/30/2022	102022	Laboratory Supervisor III	OPEN	07/05/2011	06/30/2022	<a href="#">View</a>
05/31/2022	MRC ICC 12	Individual Consumer Consultants	OPEN	01/27/2012	05/31/2022	<a href="#">View</a>
05/30/2022	10162001DMA01	Program of All-Inclusive Care for the Elde...	OPEN	10/23/2008	05/30/2022	<a href="#">View</a>
02/21/2022	DCR 509	Environmental Consulting Services	OPEN	03/21/2012	02/21/2022	<a href="#">View</a>
01/01/2022	VEHICLEMODFY12	Vehicle Modification Services	OPEN	04/27/2012	01/01/2022	<a href="#">View</a>

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Items found, displaying 1 to 50. [First/Prev] 1 2 3 4 5 6 7 8 [Next/Last]

Close Date	Document Number	Title	Status	Last Changed	Amendment Deadline	View
06/30/2111	2002-1210-3090-02A	Inpatient Forensic Evaluation Master Servi...	OPEN	06/16/2004	06/30/2111	
01/31/2110	DHCD 2010 Housing	Purchase of Publicly-Assisted Affordable H...	OPEN	01/13/2010	01/31/2110	
12/31/2099	C09C3	I-93/I-90 Interchange, Southbound Viaducts...	OPEN	06/16/2004	12/31/2099	
12/31/2099	DMA021004001	NewMMIS RFR Announcement	OPEN	10/23/2008	12/30/2099	
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06/30/2038	ITP ITD 11-44	Notice of Purchase Mass Technology Collabo...	OPEN	07/21/2011		
01/31/2038	ITD ITP 11-43	Notice of Agreement Between the Commonweal...	OPEN	05/24/2011		
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05/01/2027	13-DOC-ProgramItems	Program Goods and Services	OPEN	04/05/2012	05/01/2027	
01/31/2027	7500-11-MassCor-Main...	Maintenance Repair, Parts and Emergency Se...	OPEN	09/29/2011	01/31/2027	
12/01/2026	7500-11-Tippingmachine	Tipping Machinery Equipment and Service	OPEN	09/29/2011	12/01/2026	
12/01/2026	12-IND-7552-TEXTILES	Textile Machinery, parts, Supplies and Ser...	OPEN	02/01/2012	12/01/2026	
07/15/2026	12-Ind-7552-Signfabr...	Sign Fabrication Equipment	OPEN	09/29/2011	07/15/2026	
07/01/2026	75SB-Milledwood	Milled Wood and Furniture Making Products	OPEN	09/29/2011	07/01/2026	
06/30/2025	DDS-PSYCH-11	Psychiatric, Psychopharmacology and Neurop...	OPEN	04/23/2012	06/25/2025	
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06/30/2022	102022	Laboratory Supervisor III	OPEN	07/05/2011	06/30/2022	
05/31/2022	MRC ICC 12	Individual Consumer Consultants	OPEN	01/27/2012	05/31/2022	
05/30/2022	10162001DMA01	Program of All-Inclusive Care for the Elde...	OPEN	10/23/2008	05/30/2022	
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01/01/2022	VEHICLEMODFY12	Vehicle Modification Services	OPEN	04/27/2012	01/01/2022	



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Allows you to change contact information
- [Edit Subscription Additional Info](#)  
Allows you to change the additional information
- [Edit Subscription Areas of Interest](#)  
Allows to change the areas of interests
- [Edit User Preferences](#)  
Allows user to customize preferences
- [Renew Subscription](#)  
Allows you to renew your Subscription
- [Change Login ID](#)  
Allows you to change your Login ID.
- [Change Password](#)  
Allows you to change your password.
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Allows you to change your security question and answer.
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Allows you to view the notifications sent to you.
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- [Payment Receipt \(s\)](#)  
Allows you to view Payment Receipt (s)
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Allows you to see the history of your profile changes.



#### Quick Tips...

To quickly locate a Solicitation try the [Solicitation Search](#)

To quickly locate a Contract, including Statewide Contracts, try the [Contract Search](#)

To quickly locate a Bidder's Forum try the [Forum Search](#)

To quickly locate a Quick Quote try the [Quick Quote Search](#)

When navigating in Comm-PASS, use the navigation links and buttons within Comm-PASS to avoid error messages.

Select the Help link in the navigation bar or [Help](#) to access help topics relating to system functionality.

Review Current “Login ID” value “Enter and Re-type” new Login ID values Select “Save Login ID” button.



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## Edit Login Credentials

### Change Login ID

Current Login ID: LindaForristall

\*Login ID:

\*Re-type Login ID:

Currently Administering:  
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#### Quick Tips...

**Login ID** - must be at least 6 characters in length.

**Password** - Must be at least 8 characters in length and contain 3 of the following 4 elements in the first 8 characters:  
Uppercase letters,  
Lowercase letters, numbers,  
symbols.

**Secret Question** - Select from the pre-populated list. This will be used later if you forget your password.

**Secret Answer** - must be at least 6 characters long.



Error message is displayed if both entries do not match.

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**Edit Login Credentials**

• The Re-type Login ID must match the Login ID entered. Please ensure that both the Login ID and the Re-type Login ID match.



Change Login ID

Current Login ID: LindaForristall

\*Login ID:

\*Re-type Login ID:

Save Login ID

Currently Administering:  
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**Secret Answer** - must be at least 6 characters long.

Confirmation message is displayed if both entries are typed identically.

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**Edit Login Credentials**

• Your changes have been saved successfully.



Change Login ID

Current Login ID: LindaForristall

\*Login ID:

\*Re-type Login ID:

Save Login ID

Currently Administering:  
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## Edit Login Credentials

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Current Login ID: LindaForristall

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Select “Change Password” link.



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Allows to change the areas of interests
- [Edit User Preferences](#)  
Allows user to customize preferences
- [Renew Subscription](#)  
Allows you to renew your Subscription
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Passwords are NEVER displayed and not accessible by anyone “Enter and Re-Type” the new Password you want to use select “Save Password” button.



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## Edit Login Credentials

### Change Password

\*Password:

\*Re-Type Password:

[Save Password](#)

Currently Administering:  
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#### Quick Tips...

**Login ID** - must be at least 6 characters in length.

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**Secret Answer** - must be at least 6 characters long.

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### Edit Login Credentials

- The Re-Type Password must match the Password entered. Please ensure that both the Password and the Re-Type Password match.

#### Change Password

\*Password:

\*Re-Type Password:

[Save Password](#)

Currently Administering:  
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## Edit Login Credentials

• Your changes have been saved successfully.

### Change Password

\*Password:

\*Re-Type Password:

Save Password

Currently Administering:  
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Select “My Profile” breadcrumb.



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Lowercase letters, numbers, symbols.

**Secret Question** - Select from the pre-populated list. This will be used later if you forget your password.

**Secret Answer** - must be at least 6 characters long.

Select “Change Security Question and Answer” link.



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#### My Profile

- [Edit Contact Information](#)  
Allows editing of name and address information.
- [Browse My Departments](#)  
Allows you to view all of the departments to which you have been assigned.
- [Browse My Approvers](#)  
Allows you to view the users that will approve your solicitation and contract documents.
- [Edit User Preferences](#)  
Allows user to customize preferences
- [Change Login ID](#)  
Allows you to change your login ID.
- [Change Password](#)  
Allows you to change your password.
- [Change Security Question and Answer](#)  
Allows you to change your security question and answer.
- [Browse My Notifications](#)  
Allows you to view the notifications sent to you.



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System defaults to “Favorite pet’s name”. Select Security Question drop-down box and select a question.



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## Edit Login Credentials

### Change Security Question

*Security question:	<div>Favorite sports team? Favorite movie? Anniversary [mm/dd/yy]? Father's middle name? Spouse's middle name? First child's middle name? High school name? Favorite teacher's name? Favorite pet's name Favorite sports team? Favorite mentor? What is the city in which you were born?</div>
*Answer:	

[Save Secret Information](#)



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#### Quick Tips...

**Login ID** - must be at least 6 characters in length.

**Password** - Must be at least 8 characters in length and contain 3 of the following 4 elements in the first 8 characters:  
Uppercase letters,  
Lowercase letters, numbers,  
symbols.

**Secret Question** - Select from the pre-populated list.  
This will be used later if you forget your password.

**Secret Answer** - must be at least 6 characters long.

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Enter your answer of at least eight alpha-numeric characters. Select the “Save Secret Information” button. Confirmation is provided for answers that follow required format.



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## Edit Login Credentials

• Your changes have been saved successfully.

### Change Security Question

\*Security question: Favorite sports team? ▼

\*Answer: Red Sox

Save Secret Information



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Uppercase letters,  
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**Secret Answer** - must be at least 6 characters long.

Select “My Profile” breadcrumb.



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## Edit Login Credentials

• Your changes have been saved successfully.

### Change Security Question

\*Security question:

\*Answer:

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Select “Browse My Notifications” link.



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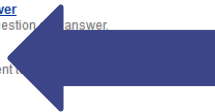


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Select the “View” icon for the current day’s notifications, if any. These are identical to the notifications sent to your email account.



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Browse My Notifications

Notification(s) for 05/07/2012

[View Notifications for the Last 30 Days](#)

<u>Sent Date</u>	<u>Subject</u>		<u>View</u>
Nothing found to display.			

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Quick Tips...



Use the scroll bar to access the message content. Select “My Notifications” breadcrumb to return.



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View Notification Details

Subject: Comm-PASS: Office of the Treasurer / Office of the State Treasurer has Issued Solicitation Amendment

Date: 04/17/2012 05:18PM

Message: Please be advised that Office of the Treasurer / Office of the State Treasurer has AMENDED the following SOLICITATION:

Title: Unclaimed Property Claims Processing Systems

Document Number: TRE RFI UCP CLAIMS PROCESSING 2012

Comm-PASS Category: Information Technology - Related Equipment, Services & Supplies - SOFTWARE - Configurable, Special-Purpose



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Select the “View Notifications for the Last 30 Days” link to access aged notifications, if any.



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Notification(s) for 05/07/2012

[View Notifications for the Last 30 Days](#)

<u>Sent Date</u>	<u>Subject</u>		<u>View</u>
Nothing found to display.			

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Email based on your system activity is prefaced with “Comm-PASS”. Broadcast messages sent by the System Administrator are not.



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## Browse My Notifications

Notification(s) for last 30 Days

[View Today](#)

4 items found, displaying all items.

<u>Sent Date</u>	<u>Subject</u>	<u>View</u>
04/27/2012 09:41AM	Comm-PASS: New User Account Created	
04/19/2012 05:32PM	Recent Comm-PASS Enhancements	
04/17/2012 05:18PM	Comm-PASS: Office of the Treasurer / Office of the Stat...	
04/17/2012 05:16PM	Comm-PASS: Solicitation Reassignment	

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Quick Tips...

Select “Home” breadcrumb to return to the Desktop.



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Quick Tips...

## End of Login & Manage Profile Lesson.



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### Desktop

#### Quick Links

[You have 0 Items In Your Approval Inbox](#)  
[You have 0 Items In Your Rejected Inbox](#)

[You have 1 Draft Solicitation\(s\)](#)

[You have 0 Draft Contract\(s\)](#)

[You have 0 Open Solicitation\(s\)](#)

[You have 0 Active Contract\(s\)](#)

[You have 0 Active Forum\(s\)](#)

[You have 0 Email Notification\(s\) that were sent today](#)

[You have 6 BuySmart Membership Requests Awaiting Review](#)

[You have 1 Draft Quick Quote\(s\)](#)

[You have 0 Draft Award\(s\)](#)

[You have 0 Draft Purchase Order\(s\)](#)

[You have 0 Posted Quick Quote\(s\)](#)

[You have 0 Posted Award\(s\)](#)

[You have 0 Posted Purchase Order\(s\)](#)

[You have 0 Quick Quotes\(s\) with at least one\(1\) Response](#)

#### Items I'm Tracking

2 items found, displaying all items.

<u>Document Type</u>	<u>Document Title</u>	<u>Close Date/End Date/Quote Deadline</u>	<u>Delete</u>	<u>View</u>
SOLICITATION	TEST	05/09/2011		
SOLICITATION	Windshield and Glass Replacement for Vehicles	05/05/2011		

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